

**Job Description: SECRETARY II / INSPECTOR
(ENVIRONMENTAL HEALTH AND PERMITTING)**

CLASS NO. 3003

EEOC CATEGORY: Office and Clerical

PAY GROUP: 12

FLSA: Nonexempt

SUMMARY OF POSITION

Coordinates safe Environmental Protection practices in the county, including reviewing applications and maintaining current knowledge of relevant food regulations and statutes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health and Permitting Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with county citizens, state and local health departments and organizations.

EXAMPLES OF WORK

Essential Duties*

Answers telephone calls pertaining to Environmental Health and Permitting;

Type routine letters, memos, and other correspondence and make copies of documents as requested;

Handles accounts receivables for Environmental Health and Permitting, including preparing purchase orders, and recording necessary information;

Maintains employee timesheets and leave records;

Maintains manual and/or computerized filing system;

Perform Food Service Inspection at special events;

Prepares and updates bid packets, contract agreements, reports, etc., for Environmental Health and Permitting;

Compiles data for quarterly and annual reports (Federal and State Agencies);

Performs inspections of public and private facilities;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 6/11/2013

CLASS NO. 3003 (Continued)

Maintains files and records of permit applications, correspondence, and actions;

Investigates reports of possible food-borne illness;

Prepares correspondence and reports as necessary;

Attends pertinent educational seminars and maintains appropriate certifications for performing required duties;

Prepares and submits monthly report of activities to the Commissioners Court;

Other Important Duties*

Performs such other related duties as may be assigned, including assisting Director and/or Inspector.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill/Ability to: operate a computer using standard word processing and spreadsheet software packages; operate standard office equipment, including copy machine, calculator, and typewriter; compile, analyze, and interpret data; establish and maintain effective working relationships with representatives of various governmental agencies, other county employees, and general public; perform basic mathematical calculations; demonstrate proficiency in both oral and written communication; and type accurately at a speed of at least 40 words per minute.

ACCEPTABLE TRAINING AND EXPERIENCE

Associate's degree in a science or health-related field plus at least three year of related experience;

or high school graduation, or its equivalent, plus at least five years of experience performing similar duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

An appropriate Texas Drivers License with acceptable driving record or available alternate means of transportation.

Food Handler Certification

On-Site Waste Water License

TRAINING AND EXPERIENCE

Proficient in Microsoft Office

Bookkeeping

Business/Technical Writing

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